

CITY OF RIVERSIDE

7460

10/28/05

HUMAN RESOURCES DEPARTMENT*Revised***CLASSIFICATION SPECIFICATION****TITLE: SENIOR CODE ENFORCEMENT OFFICER****DEFINITION**

Under general supervision, to assist with the coordination of the City's code enforcement activities. To perform the more complex office and field duties associated with the interpretation, application and enforcement of municipal and other related codes dealing with zoning, land use, building, housing, dangerous buildings, inoperable vehicles, noise, litter, sanitation, weeds and other public nuisance code provisions. To coordinate and provide training and supervision to code enforcement and clerical personnel, and to do other related work as assigned.

REPORTS TO: Code Enforcement Manager**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Code Enforcement Manager. Exercises close to general supervision over Code Enforcement Officers and Technicians.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Ensure compliance with City codes and ordinances which pertain to such areas as nuisances, zoning, building codes, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety and other related property maintenance requirements.
- Receive and investigate complaints and survey the City for possible Code violations. Explain ordinances to citizens and work with citizens to gain voluntary compliance with applicable City ordinances and codes.
- Inspect dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable City ordinances and codes.
- Prepare reports and notices regarding related ordinance and code violations.
- Operate a computer, using applicable software to perform required research and maintain case investigation records.
- Issue, when required, citations and directives to offending parties, outlining or describing steps for compliance. Represent the City in hearings or court proceedings.
- Seek, when required, prosecution through the Municipal Court system; coordinate efforts through the City Attorney's Office, assist with complaint preparation; appear at arraignments and provide court testimony as needed.
- Perform the more complex and specialized duties associated with code enforcement.
- Request assistance from other departments and outside agencies as necessary.
- Assist with the scheduling of workloads and provide supervision, training and technical assistance to code enforcement and clerical personnel.
- Assist in the preparation of billing and tax liens relative to administrative abatements.
- Serve as Acting Code Enforcement Manager as required.

QUALIFICATIONS

Knowledge of:

- Land use, zoning, health and safety and related codes and ordinances.
- Investigative and persuasive techniques, effective public contact skills, basic computer operation and report writing skills.
- P.C. 832 rules of evidence and related procedures.
- English grammar and methods of report writing.
- Basic map reading and related legal descriptions of real property.
- City policies and procedures.
- Principles of supervision, training and performance evaluations.
- Modern office practices, procedures and equipment.

Ability to:

- Plan, organize, assign, supervise and review the work of code enforcement and administrative support personnel.
- Understand and interpret City policies and procedures.
- Understand and interpret applicable City codes and ordinances.
- Explain Riverside Municipal Code regulations as assigned.
- Handle the more complex and sensitive investigations and issues involving code enforcement.
- Handle misdemeanor complaint procedures.
- Communicate clearly both orally and in writing.
- Establish and maintain cooperative work relationships with the public and fellow employees.
- Research, extract and retrieve appropriate data from other departments and outside agencies.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade. The completion of one year of college (30 semester units) from an accredited college or university may substitute for one year of experience.

Experience: Three years of increasingly responsible experience in the area of code enforcement comparable to that of a Code Compliance Officer I/II with the City of Riverside, preferably supplemented by college level course work in planning, building, code enforcement, administration of justice or a related field. Supervisory experience in a Code Enforcement related field is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a level 3 P.C. 832 Peace Officer's Standard and Training (POST) Certificate at the time of employment.

Possession of any combination of a Statewide California Association Code Enforcement Officials (SCACEO), California Association Code Enforcement (CACE) or American Association of Code Enforcement (AACE) Zoning Enforcement Officer and Property Maintenance & Housing Inspector certificates are highly desirable.

The City of Riverside Career Development Programs - Professional Development Certificate and Manager/Supervisor Certificate are highly recommended.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Code Enforcement Officer

TO: Code Enforcement Manager